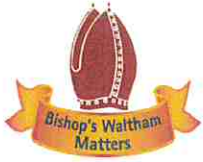




Bishop's Waltham Parish Council
A Meeting of the Halls & Grounds Committee will be held in the
Ruby Room of The Jubilee Hall, Little Shore Lane, Bishops Waltham,
SO32 1ED on Tuesday 20th February 2024 at 7:00pm

The meeting will be open to the public unless the Committee directs otherwise.
All papers/reports are available from the Council Offices (except where classified as confidential).

1. To receive and accept apologies for non-attendance
2. To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda
3. To receive and accept any personal, non-pecuniary interests relating to items on this agenda
4. To approve the minutes of the Halls & Grounds Committee – 23rd January 2024
5. Public Session – to last no longer than 30 minutes - *for information only*
6. Actions arising from meeting 23rd January 2024 - *for information only*
7. Halls Manager's Report – *for information*
8. Senior Groundsman's Report – *for information*
9. Financial Position Year to Date - *to note current position*
10. Capital Control and Ear Marked Reserves Reports – *for information*
11. Grant Opportunities – *for information*
12. Southern Shared Pathway Update – *for information*
13. Montague Road Play Area Project Update – *for consideration*
14. Skatepark Project Update – *for information*
15. Skatepark Provider and Price – *for consideration*
16. Albany Road Play Area Project – *for information*
17. Buildings Dementia Friendliness Audit – *for consideration*
18. Request from Community and Environment Committee to Hold Scam Awareness Session in Parish Council Hall – *for consideration*
19. Priory Park Football Pitches Licence Renewal – Appointment of Working Group - *for consideration*
20. Correspondence – Request Received from BW Guides – *for consideration*
21. Requests for Future Agenda Items – *for information only*
22. Date of next meeting – 19th March 2024
23. **Motion for Confidential Business**
On completion of the above business the following motion will be moved:
'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.



Bishop's Waltham Parish Council
Minutes of the meeting of the Parish Council Halls & Grounds Committee
held at the Jubilee Hall on Tuesday 23rd January 2024 at 7.00pm

Present:	Cllr R Latham	
	Cllr J Marsh	
	Cllr B Nicholson	Chairman
	Cllr M Pavey	
	Cllr R Stallard	
	Cllr A Webb	Vice Chairman
	Cllr T Wilson	
In Attendance:	Mr R Thorne	Project Manager
	Mr T Veck	Senior Groundsman
	Mr M Wanstall	Halls Manager
	Mrs C Wilkinson	Administration Officer

Members of the Public: 1

HG240/23 **To receive and accept apologies for non-attendance.**
All present.

HG241/23 **To receive and accept declarations of disclosable pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.

HG242/23 **To receive and accept any personal, pecuniary and non-pecuniary interests relating to items on this agenda.**
None relating to the business of the meeting.

HG243/23 **To approve the minutes from the meeting of the Halls & Grounds Committee – 19th December 2023**
Resolved: To approve the minutes of the Halls & Grounds Committee – 19th December 2023
Proposed: Cllr J Marsh
Seconded: Cllr A Webb
All in favour who were present at the meeting.

HG244/23 **Public Session**

The member of the public, the tenant of the Jubilee Hall's Diamond Suite gave some background to their microbusiness and expressed their interest in the annual increase in hire rates for halls and grounds. The increase arising from inflation last year had been significant and made for a challenging business environment.

Wickham Community Centre was discussed as offering an interesting example of a community hall in terms of the range of the facilities and activities on offer. A councillor had recently visited and had been interested to note the social club that was operated on the premises. This was to be discussed as a future agenda item, with thought given to the differences in hall management.

The Clerk was continuing to work with a resident who had previously been using the Jubilee Hall car park without paying. Their employer had agreed to purchase a season ticket on their behalf and payment was being pursued.

A resident of Gunner's Mews had been granted permission to undertake the coppicing of a tree that was on Parish Council land. The resident was paying for this work to be done themselves.

Quotations were being gathered for work that was required on the street lighting at Hoe Road Recreation Ground. These would be brought to the committee as a future agenda item.

At this point, the member of the public left the meeting.

- HG245/23** **Actions Arising from the meeting of the Halls & Grounds Committee – 19th December 2023**
 HG194/21 - This action to assess demand for a community garden was to be closed and a new action created if it was considered that any of the new land soon to be owned by the Parish Council would potentially make a good site for such an amenity. At this point current interest in the project would be assessed.
- HG246/23** **Halls Manager's Written Report – for information**
 After the production of the report, a pipe had burst above the kitchen at the Jubilee Hall, due to it freezing. The water leak was swiftly dealt with, with the cancellation of only one hall hire. Repairs were to be made to the ceiling tiles. The Halls Manager was considering whether a repeat event could be avoided. The Halls Manager was thanked for their swift action to clear the water.
- HG247 /23** **Senior Groundsman's Written Report – for information**
 Councillor Webb had walked the path at Priory Meadow with the Senior Groundsman to better understand the current condition and scale of work required. The barest sections of the path were to be topped up using materials currently being stored. **Action: Senior Groundsman**
 A high-level costing and specification would be sought for making the path more durable so that the work could be considered for future budgeting and sources of grant funding investigated.
Action: Senior Groundsman/Cllr Webb
- HG248/23** **Financial Position Year to Date – to note current position**
 Noted.
- HG249/23** **Capital Control and Ear Marked Reserves Reports – for information**
 Noted.
- HG250/23** **Quarterly Budget Review – for consideration**
 The Committee noted the Finance Manager's Report and the higher income and lower expenditure than anticipated.
- HG251/23** **Grant Opportunities – for information**
 Noted.
- HG252/23** **Go Greener Faster Grant Application – for consideration**
Resolved:
 i) To submit a grant application to the Go Greener Faster Fund for the installation of electrical vehicle charging infrastructure at both the Jubilee Hall and the Hoe Road Recreation Ground.
 ii) To add to the grant application if possible, the installation of an external plug at the Hoe Road Recreation Ground in order to reduce the use of generators at events held on site, thereby reducing carbon emissions.
Proposed: Cllr M Pavey
Seconded: Cllr R Latham
All in favour. **Action: Administration Officer**
- HG253/23** **Southern Shared Pathway Update – for consideration**
 The Project Manager reported that the stretch of the pathway running through Priory Park was due for completion by the end of the week.
- HG254/23** **Montague Road Play Area Project Update – for information**
 The Project Manager was in the process of seeking quotations for the additional pieces of surfacing required on site.
- HG255/23** **Facilities Review Project Update – for consideration**
 The Project Manager had recently publicised the Priory Park Clubhouse project on some architectural websites, two firms had already made contact with the Council. The tabled statement in response the Men's Shed request was considered, and suggestions of minor amendments noted. The Committee Chair was to review the amended draft upon completion. **Action: Cllr Nicholson**

Resolved: To approve the tabled statement regarding the request from the Men's Shed, and following the minor amendments being made, for the statement to be forwarded to Full Council for consideration.

Proposed: Cllr B Nicholson

Seconded: Cllr J Marsh

All in favour

Action: Administration Officer

HG256/23 Skatepark Project Update – for information

A review of elements remaining for the project, for example, CCTV, fencing and seating were to be included as a future agenda item and project budget reviewed.

Action: Project Manager

HG257/23 2024/25 Halls and Grounds Hire Rates (Product Fee Increases) – for consideration

The tabled fee increases showing the usual annual increases in line with CPI were considered. Full consideration was given to the market comparison information provided regarding the Diamond Suite that suggested the current rate had fallen behind market value.

Resolved:

i) **To approve the tabled 4.2% CPI related increases to all produce fees and to forward the new rates to the Finance, Policy and Resources Committee for approval.**

Action: Administration Officer

ii) **To meet with the hirer of the Diamond Suite to discuss how to increase the lease fee beyond the CPI increase to address the difference between the current rate and the market value.**

Action: Cllr Nicholson/Administration Officer

Proposed: Cllr B Nicholson

Seconded: Cllr Judy Marsh

All in favour

HG258/23 Update from Vehicle Review Working Group – for information

The actions from the working group were noted and progress would be reported at the next committee meeting.

Information regarding the lease of a tractor had been obtained by Councillor Nicholson, who reported that the total lease fee over three years was comparable to the outright purchase price.

HG259/23 Correspondence – Request from Gardening Club to Install Trophy Cabinet – for consideration

Potential locations for the cabinet were considered. The Ruby Room was felt to provide a satisfactory location. The Chairmans board was to be relocated within the room, to accommodate the cabinet in that position.

Resolved: To approve the request from the Gardening Club, conditional upon the suggested location being agreed, insurance coverage being confirmed, the cabinet being fronted with safety glass and the Council being supplied with a copy of the cabinet design for final approval.

Proposed: Cllr B Nicholson

Seconded: Cllr R Stallard

All in favour

HG260/23 Ditches Maintenance Schedule – for consideration

The schedule was positively received and noted. The Senior Groundsman was requested to provide further information about the maintenance work he suggested be prioritised at a future meeting.

Action: Senior Groundsman

The ancient lug ditch at Montague Road was to be given consideration for the addition to the schedule.

Action: Senior Groundsman

A ditch shutter at Albany Road was not considered necessary by the Senior Groundsman.

HG261/23 Play Area Safety Inspection Report – for consideration

Noted. Work that would require the use of contractors was to be compiled by the Senior Groundsman so that the necessary quotations could be gathered.

Action: Senior Groundsman

HG262/23 Requests for Future Agenda Items

Skatepark ancillary items

Comparison with other community buildings

- Diamond Suite report following meeting with hirer
HG263/23 **Date of next meeting – Tuesday 20th February 2024**
 Noted.
- HG264/23** **Motion for Confidential Business**
On completion of the above business the following motion will be moved:
'That in view of the Confidential nature of the business about to be transacted involving Commercially Sensitive Business, and possible legal matters, as detailed below it is in the public interest that the public and the press be temporarily excluded and they are instructed to withdraw'.
- HG265/23** **Tenders for Albany Road Play Area Project – for consideration**
 The Committee reviewed the results of the public consultation and the recommendation from the working group.
Resolved: To recommend to the Finance, Policy and Resources Committee that the tender submitted by HAGS be selected for the Albany Road play area at a cost of £65,000 (before VAT).
Proposed: Cllr R Latham
Seconded: Cllr R Stallard
All in favour **ACTION: Administration Officer**
- HG266/23** **Draft Specification and Invitation to Tender for Priory Park Overflow Car Park Extension – for consideration**
 This agenda item was withdrawn.
- HG267/23** **Fireworks Event Request from FOBS, Draft Licence and Fee – for consideration**
Resolved: To approve the draft licence document and hire fee of £177 including VAT (with an additional administration fee and cleaning charge to be invoiced) and to forward these to the Finance, Policy and Resources Committee for approval.
Proposed: Cllr B Nicholson
Seconded: Cllr R Latham
All in favour **ACTION: Administration Officer**
- HG268/23** **Correspondence – Hoe Road Lease Request – for consideration**
 The storage areas in the pavilion were being used as storage for grounds materials. There was no vacant garage on site. The parking area was required for users of the football pitches and tennis courts and would not allow for the installation of a container on the site for the proposed business.
Resolved: To respond to the correspondent that there was not space available at the Hoe Road site at this time.
Proposed: Cllr M Pavey
Seconded: Cllr R Latham
All in favour **ACTION: Administration Officer**
- HG269/23** **Correspondence – Montague Road Land Lease Request – for consideration**
 The amenity value of the small piece of land was discussed. The Senior Groundsman advised that it would be beneficial not to have to mow this sloped piece of land. The access to the remaining areas beyond the land was raised during discussion.
 The Committee were not minded to sell the piece of land in question, however the option of leasing was considered.
 If agreed to be leased, stipulations about the use of the land would have to be considered.
Resolved: To support the request received to lease the small piece at Montague Road to the correspondent, and to pass to the Finance, Policy and Resources Committee for consideration.
Proposed: Cllr R Latham
Seconded: Cllr B Nicholson
4 in favour, 3 objections **ACTION: Administration Officer**

There being no further business the meeting closed at 9.11pm.

Bishops Waltham Parish Council

Actions Arising for the Halls & Grounds Committee for meeting 20.02.24

Minute Number	Subject	Action	Date for completion	Action by	Notes
HG18/19, HG72/19, HG101/19, HG203/19, HG212/19, HG89/20, HG117/20, HG147/20, HG163/20, HG18/21, HG73/21	Prory Meadow Information Board	Order Information Board	Order to be placed	EM	Agenda item May 21. Board approved. Awaiting final order to be placed, Preferred supplier gone into liquidation, alternative supplier being sought.
HG14/21	BWPC publicity leaflet	To draft a leaflet	Sep-21	AO/Bookings Clerk	In progress
HG057/22	Increasing CCTV coverage	To investigate possibility of covering I) Hoe Road play area II) Prory Park football pitches	August	Clerk	I) Quotation received from current supplier
HG088/22	Dementia-Friendly Audits of Buildings	To undertake audits at Parish Council buildings	Complete	Halls Manager	See agenda item 19
HG160/22	Gas Supply to Jubilee Hall	To obtain prices for energy consultant to discuss alternative heating.	Proposed for closure	Halls Manager	Proposed for closure. Will not be actioned until after the solar panels are installed.
HG162/22	Portable Appliance Testing	To identify contractor to undertake testing.	Complete	Halls Manager	See agenda item 28.
HG167/22	Playground Inspections	To replace damaged swing at Prory Park play area	December	Snr Groundsman	Replacement seats added to purchase list originating from the annual play area inspection.
HG191/22	Allotments Fencing Proposal	To gather quotations for fencing required for access to dog-walking area	On hold	Clerk	On hold until fencing along Albany Road is in place gate installed across the track to the Cricket Ground
HG199/22	Antisocial Driving	To investigate whether it would be possible to improve the CCTV provision in the Prory Park car park.	Complete	Clerk	Quotation requested and obtained. Provision could be improved.
HG199/22	Antisocial Driving	To gather quotations to upgrade the Hoe Road CCTV system to include car number plate recognition.	January	Clerk	1 quotation obtained.
HG237/22	Tree Survey Report	To gather quotations for tree works identified, including the additional pine at Prory Park, and replace felled trees with new where possible.	February	Clerk	Ongoing. Work complete at Victoria Road, Hoe Road. Quotations being gathered for Prory Park, and Oak Road.
HG267/22	Prory Park Clubhouse Wastewater Drainage	To proceed with gathering quotations for the repair to collapsed section of pipe.	March	Halls Manager	In progress. First quote received, 2 more to follow.
HG288/22	Public Session - Memorial Trees	To draft some guidelines for memorial trees	May	Cllr Pavey	English Heritage document identified to serve as first draft. Proposal planned for September H&G
HG322/22	Car parking sign	Install car parking sign on Shore Lane	May	Clerk	
HG332/22	Skatepark CCTV proposal	To gather quotations for CCTV system.	May	Project Manager	
HG332/22	Skatepark CCTV proposal	To investigate funding opportunities mentioned in the Southern Parishes minutes	May	Project Manager	
HG337/22	Jubilee Hall Car Park Report	Research alternative ticketing solutions.	May	Clerk/Cllr Pavey	
HG337/22	Jubilee Hall Car Park Report	Investigate high speed charger providers	Complete	Halls Manager/Cllr Webb	High speed not possible. Medium speed a possibility.
HG019/23	Correspondence Request from BW Gardening Club	Investigate parking location options for future agenda item	July	Clerk	
HG019/23	Correspondence Request from BW Gardening Club	Research permitted uses of SINC land	June	Clerk	Preliminary research undertaken by Project Manager
HG106/23	Southern Footpath	To bring final designs and production and installation costs of signage to committee meeting	September	Projects Manager	In progress.
HG123/23	Public Session - Dynamos parking	To remind Dynamos to schedule kick-off times with parking and access in mind.	Complete	Clerk	
HG134/23	Montague Road Ditch Report	Send letter to neighbouring residents informing them of the planned work and Deed of Access.	October	Clerk	
HG138/23	Facilities Review Update	To approach architects with initial requirements.	Complete	Project Manager	Architects approached and three quotations received. See agenda item 27.
HG150/23	Public Session - Montague Road wildflower area	To bring residents suggestion to the committee as a future agenda item.	November	Clerk	
HG156/23	Budget Setting 2023-2024	To consider Jubilee Hall car park costs	November	Budgeting Working Group	
HG162/23	Montague Road Ditch Report	To consider impact of the ditch on whether Deed of Access could/should be granted to residents alongside bridleway.	November	Clerk	Agenda Item planned for March H&G.
HG165/23	Review of Parish Council owned vehicles	To undertake review of Parish Council owned vehicles.	November	Vehicle Review Working Group	Ongoing.
HG188/23	Proposal for key safe at PP for football hires	To research whether key safe is possible within Council's insurance policy.	Complete	Clerk	Confirmation received that key safe is permitted on 02.02.24

HG166/23	Proposal for key safe at PP for football hirers	To install key safe with risk mitigations in place.	November	Halls Manager	
HG168/23	Request for CCTV coverage of Scout Hut	To confirm whether coverage could be achieved under existing quotation.	November	Clerk	
HG168/23	Request for CCTV coverage of Scout Hut	To confirm whether financial regulations require additional quotations to be obtained.	November	Clerk	
HG185/23	Public Session - Priory Park Security	To take necessary action to secure building	Complete	Halls Manager	Locks changed 05.02.24 due to theft of key safe.
HG187/23	Halls Manager's Written Report	To investigate condition of Jubilee Hall roof	December	Halls Manager	
HG191/23	Grant Opportunities	Consider whether perimeter track project might fit well with Hampshire Active Health Programme grant opportunity	Closed	Cllr Webb/Cllr Pavey	Fund now closed for applications.
HG191/23	Grant Opportunities	Inform community groups of the Hampshire Active Health Programme fund	Closed	Clerk	Fund now closed for applications.
HG194/23	Southern Shared Pathway Update	To proceed with gathering quotations for phase 4 of Shared Southern Pathway.	February	Projects Manager	Two quotations requested, third contractor identified and site visit to be undertaken.
HG200/23	Allotments Remedial Work and Vehicle Access Route	To consult with Winchester City Council's Planning Department to confirm whether work could proceed.	December	Clerk	WCC Tree Officer contacted to obtain permission. Response awaited.
HG220/23	Public Session - JH bottle banks	Discuss means of resolving issue (WCC)	December	Cllr Nicholson/Clerk	
HG220/23	Public Session - Oak Rd launs	Resolve with issue raised by resident that area had been missed	Complete	Clerk	Contractor attended 12.02.24 to cut back section that had been missed.
HG220/23	Public Session - Dynamos Dogs on pitches	Raise issue with Dynamos	December	Clerk	
HG229/23	Montague Road Play Area Project	Investigate cost of area of surfacing under rear gate to play area	December	Project Manager	2 Quotations obtained, awaiting the third
HG232/23	Correspondence - Request for memorial bench	Respond to gather information about type of bench and ongoing maintenance	December	Clerk	Suggestions supplied, response awaited.
HG236/23	Priory Park Overflow Car Park	Draft project specification	December	Clerk	
HG247/23	Snr Groundsman's Report - Priory Meadow path	To top up the barest sections of the path using stored materials	February	Senior Groundsman	
HG247/23	Snr Groundsman's Report - Priory Meadow path	To obtain high level costs for resurfacing and making path more durable	March	Snr Groundsman/ Cllr Wabb	
HG252/23	Go Greener Faster Grant Application	i) To submit application for installation of EV charging infrastructure ii) To include installation of an outdoor plug for use at events to reduce use of generators if possible.	Complete	Clerk	i) Complete ii) outdoor socket not included as quotations not obtained.
HG255/23	Facilities Review Update	To review amended draft statement for Men's Shed	Complete	Cllr Nicholson	
HG255/23	Facilities Review Update	To make amendments and forward to Full Council	Complete	Clerk	Considered at Full Council 13.02.24.
HG256/23	Skatepark Project Update	Bring review of remaining elements for the project and budget as future agenda item	February	Project Manager	In progress, report targeted for consideration in March
HG257/23	2024/5 Halls and Grounds Hire Rates	Forward draft rates to FP&R for approval	Complete	Clerk	Considered and approved 06.02.24
HG257/23	2024/5 Halls and Grounds Hire Rates	Meet with Diamond Suite hirer to discuss difference between current rate and market value	Complete	Cllr Nicholson/ Clerk	See agenda item 24 for meeting notes.
HG260/23	Ditches Maintenance Schedule	Provide further information about maintenance work to be prioritised	Complete	Senior Groundsman	See Senior Groundsman's Report.
HG260/23	Ditches Maintenance Schedule	Consider whether to add lug at Montague Road to ditch maintenance schedule	Complete	Senior Groundsman	See Senior Groundsman's Report. Decision to monitor, no planned maintenance at this stage.
HG261/23	Play Area Safety Inspections	Compile list of work that will require use of contractors	February	Senior Groundsman	In progress, report targeted for consideration in March
HG265/23	Tender for Albany Road Play Area	Recommend contractor to FP&R	Complete	Clerk	Considered and approved 06.02.24.
HG266/23	Fireworks Event Request from FOBS	Forward tabled licence document and rate to FP&R	Complete	Clerk	Considered and approved 06.02.24.
HG267/23	Correspondence - HR Land Lease Request	Respond to correspondent that there is not space available at the Hoe Road site at this time	Complete	Clerk	
HG268/23	Correspondence - Mont Rd Land Lease Request	To forward request to FP&R, noting H&G's support	Complete	Clerk	Considered at FP&R 06.02.24. Further consultation to take place with local residents. See meeting minutes for more information.

Key

	Agenda item
	Completed since last meeting
	Superseded, to be removed



Halls and Grounds Committee – 20th February 2024

Halls Manager's Report – *for information*

General

Dementia audits completed (see agenda item)

Review of dog waste bins

Archiving

Facilities leaflet

Annual face-to-face hirer review meetings

Review Caretaker Clean content and charges

Review cost and charges of event set-up and cleardown

Bookings this month

JH 1 party, 1 church event, 1 AGM/Social, 1 x quiz, Eco event, NHS Blood service;
PP 1 Family party

Water Testing

Jubilee Hall

AV system serviced and lapel / headset microphone system replaced

1 set of kitchen taps replaced

2 future hirer site visit

Priory Park

Criminal damage requiring lock changes

2 motion sensor security / safety lights replaced

Hoe Road

Roof repairs conducted

Kitchen light replaced

Well House

Valuation visit booked for 23/02

Minor maintenance and decorative works completed

Decorator instructed with works due to start in early March

Halls Manager
14.02.24



Halls and Grounds Committee – 23rd January 2024

Senior Groundsman's Report – *for information*

No vandalism to report.

One weekend of football cancelled due to saturated grounds. Overall, there have only been a few cancellations so far this season, despite the very wet winter. This without doubt shows the value of the pitch drainage work we have had done over the years.

Play area inspection work ongoing. Moss treatment including the tennis courts to be done as soon as the correct conditions allow.

The new tractor shed shutter door should have been installed by the time of this meeting.

We have seeded the topsoiled edges of the new path at Priory Park.

Jim's bench with plaques is now in place at Hoe Road rec. His family love it and asked me to pass on their thanks.

We cleared leaves from the recently re-established cricket ground ditch, which were causing a restricted flow of water.

By chance I finally found the reason why we have the very wet area at the bottom of Claylands play area. A bubbling spring has become visible. We always suspected there might be one, but up until now it had not been obviously evident. At the time of writing, I am waiting for a call from a contractor to arrange a site visit to get an idea of the cost of putting a drainage ditch directly from the spring and into the ditch.

We will shortly be completing temporary repairs to the Priory Meadow footpath, recently damaged by the excessive rainfall.

Ditch Maintenance

After the review of the ditch maintenance schedule last month and discussion of the action items with the Administration Officer we suggest the following:

- To add the lug at Montague Road (between Edington Close and Montague Road) to the maintenance schedule for monitoring. No problems have been reported with the ditch thus far, but we shall bring any issues the Council's attention if any occur.
- The next pieces of ditch work that will be planned for completion in 2024 will be:
 - The planned maintenance at Montague Road (contractor already appointed, awaiting favourable ground conditions).
 - At Priory Park clearing the ditch that runs either side of the access bridge to the meadow.
 - Further consideration of ditch that runs along length of the allotments. The allotment ditch is clearly also due. This however is almost impossible to do due to the restricted access and tree roots. A new ditch on the allotment side of the deer fence could be considered.

Bishop's Waltham Parish Council
Detailed Income & Expenditure by Phased Budget Heading 13/02/2024
Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Grounds - General</u>											
4276 Contractor - Dog Bins Svcing	0	0	0	(2,648)	2,550	5,198	(3,400)		752	77.9%	
4290 Contractor - Hedge Cutting	(3,550)	0	(3,550)	(3,550)	2,250	5,800	(2,250)		(1,300)	157.8%	
4312 Materials - Ground Maintenance	(422)	125	(297)	(1,099)	1,250	2,349	(1,500)		401	73.3%	
4315 Materials - Dog Dispenser Bags	0	0	0	(151)	250	401	(300)		149	50.3%	
4319 Materials - Lining Paint	(648)	0	(648)	(1,285)	0	1,285	0		(1,285)	0.0%	
<u>210 Grounds - Hoe Road</u>											
1103 Land Lease - Guides Building	0	0	0	1	1	0	1			100.0%	
1115 Land Lease - Scouts Building	0	0	0	2	2	0	2			100.0%	
1127 Contract Hire - Tennis Courts	421	385	(36)	1,684	1,540	(144)	1,540			109.4%	
1211 Hire Fees - Grounds	0	0	0	891	900	9	900			99.0%	
1212 Hire Fees - Football Pitches	27	0	(27)	320	0	(320)	0			0.0%	
4270 Contractor - Aboricultural	(850)	0	(850)	(850)	400	1,250	(400)		(450)	212.5%	
4313 Materials - Signage	0	0	0	0	50	50	(50)		50	0.0%	
4326 Mice - Tennis Courts	0	0	0	0	100	100	(100)		100	0.0%	
<u>220 Grounds - Priory Park</u>											
1106 Land Lease - Bowls Facility	0	0	0	111	104	(7)	74			150.1%	
1151 Annual Hire - Football Pitches	756	828	72	3,415	5,796	2,381	7,452			45.8%	
1212 Hire Fees - Football Pitches	348	100	(248)	1,132	900	(232)	1,000			113.2%	
4270 Contractor - Aboricultural	(350)	0	(350)	(350)	800	1,150	(800)		450	43.8%	
4280 Contractor - Grounds	0	0	0	(8,900)	6,500	15,400	(6,500)		(2,400)	136.9%	
4291 Contractor - Knotweed Treatment	0	0	0	0	100	100	(100)		100	0.0%	
4295 Contractor - Ditch Clearance	0	0	0	(400)	1,125	1,525	(1,125)		725	35.6%	

Bishop's Waltham Parish Council
Detailed Income & Expenditure by Phased Budget Heading 13/02/2024

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4311 Materials - Locks and Keys	0	0	0	0	0	0	(50)		50	0.0%	
4312 Materials - Ground Maintenance	0	0	0	(100)	0	100	0		(100)	0.0%	
4313 Materials - Signage	(72)	0	(72)	(72)	0	72	(50)		(22)	143.3%	
4319 Materials - Lining Paint	0	0	0	(706)	0	706	(500)		(206)	141.1%	
4329 Mtce - Fencing	0	0	0	(33)	100	133	(100)		67	33.3%	
<u>225 Grounds - Albany Road Cricket</u>											
1105 Land Lease - Cricket Ground	0	0	0	1,471	1,377	(94)	972			151.3%	
4270 Contractor - Aboricultural	0	0	0	0	50	50	(50)		50	0.0%	
4274 Contractor - Waste Skip Hire	(410)	0	(410)	(410)	0	410	0		(410)	0.0%	
4329 Mtce - Fencing	0	0	0	0	50	50	(50)		50	0.0%	
<u>226 Grounds - Albany Road Allment</u>											
1102 Land Lease - Allotments	0	0	0	1	1	0	1			100.0%	
4101 Prof Fees - Tree Surveys	0	0	0	(520)	0	520	0		(520)	0.0%	
4270 Contractor - Aboricultural	0	0	0	(80)	400	480	(400)		320	20.0%	
<u>230 Halls - General</u>											
1201 Hire Fees - Skittle Alley	0	0	0	75	0	(75)	0			0.0%	
1252 Hire Fees - Caretaking Staff	23	0	(23)	163	0	(163)	0			0.0%	
4107 Prof Fees - Health & Safety	0	0	0	(475)	1,000	1,475	(1,000)		525	47.5%	
4110 Prof Fees - Fire Equip Service	(531)	0	(531)	(531)	750	1,281	(750)		219	70.8%	
4170 Advertising - Halls	0	0	0	(150)	250	400	(250)		100	60.0%	
4309 Materials - Cleaning	(44)	250	206	(694)	1,000	1,694	(1,000)		306	69.4%	
4310 Materials - Tools / Minor Items	0	0	0	(72)	100	172	(100)		28	71.9%	
4316 Materials - Kitchen Supplies	0	0	0	(17)	100	117	(100)		84	16.5%	

Bishop's Waltham Parish Council
Detailed Income & Expenditure by Phased Budget Heading 13/02/2024

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4320 Mtce - H & S Conformances	0	0	0	(82)	0	82	0		(82)	0.0%	
4350 Minor Assets	0	0	0	0	0	0	(250)		250	0.0%	
<u>240 Hoe Road Pavilion</u>											
1131 Contract Hire - Kitchen	118	107	(11)	473	428	(45)	428			110.5%	
1132 Contract Hire - Rooms	1,507	1,363	(144)	6,028	5,452	(576)	5,452			110.6%	
1133 Contract Hire - Storage	25	22	(3)	98	88	(10)	88			111.9%	
4102 Prof Fees - P A Testing	0	0	0	0	100	100	(100)		100	0.0%	
4277 Contractor - Water Monitoring	(104)	104	0	(806)	832	1,638	(1,000)		194	80.6%	
4307 Materials - Defib Equipment	(355)	0	(355)	(355)	0	355	(500)		145	71.0%	
4320 Mtce - H & S Conformances	0	0	0	0	250	250	(250)		250	0.0%	
4332 Mtce - Alarm & CCTV Systems	(51)	59	9	(674)	582	1,256	(700)		27	96.2%	
4336 Mtce - Building Fabric	(220)	0	(220)	(220)	1,000	1,220	(2,000)		1,780	11.0%	
4337 Mtce - Building Services	0	0	0	(648)	500	1,148	(1,000)		352	64.8%	
4338 Mtce - Internal Decoration	0	0	0	0	1,000	1,000	(2,000)		2,000	0.0%	
4339 Mtce - External Decoration	0	0	0	0	500	500	(1,000)		1,000	0.0%	
4341 Non Domestic Rates	(74)	72	(2)	(736)	720	1,456	(720)		(16)	102.2%	
4343 Electricity	(29)	0	(29)	1,837	4,273	2,436	(6,500)		8,337	(28.3%)	
4345 Water	0	100	100	(492)	901	1,393	(1,200)		708	41.0%	
4350 Minor Assets	0	0	0	0	0	0	(250)		250	0.0%	
<u>250 Priority Park Clubhouse</u>											
1158 Annual Hire - Rooms	103	0	(103)	611	649	38	708			86.3%	
1161 Annual Hire - Storage	46	0	(46)	270	286	16	312			86.5%	
1220 Hire Fees - Rooms	1,660	1,250	(410)	15,082	12,483	(2,599)	15,000			100.5%	

Bishop's Waltham Parish Council
Detailed Income & Expenditure by Phased Budget Heading 13/02/2024

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Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1223 Hire Fees - Storage	16	15	(1)	158	150	(8)	180			87.5%	
4102 Prof Fees - P A Testing	0	0	0	0	75	75	(75)		75	0.0%	
4142 Performing Rights - Music Fees	(194)	0	(194)	(180)	500	680	(500)		320	35.9%	
4158 Premises Licence	(21)	0	(21)	(35)	21	56	(21)		(14)	166.7%	
4275 Contractor - Trade Waste	0	0	0	(960)	1,200	2,160	(1,200)		240	80.0%	
4277 Contractor - Water Monitoring	(104)	104	0	(665)	832	1,497	(1,000)		335	66.5%	
4281 Contractor - Window Cleaning	0	49	49	(320)	492	812	(590)		270	54.2%	
4285 Contractor - Hygiene Waste	0	0	0	(1,746)	1,473	3,219	(1,040)		(706)	167.9%	
4307 Materials - Defib Equipment	(355)	0	(355)	(355)	500	855	(500)		145	71.0%	
4311 Materials - Locks and Keys	0	0	0	0	0	0	(50)		50	0.0%	
4313 Materials - Signage	0	0	0	0	0	0	(100)		100	0.0%	
4320 Mice - H & S Conformances	0	0	0	(60)	100	160	(250)		190	24.0%	
4331 Mice - Car Parks	0	0	0	(1,100)	500	1,600	(500)		(600)	220.0%	
4332 Mice - Alarm & CCTV Systems	(40)	59	19	(400)	582	982	(700)		300	57.1%	
4336 Mice - Building Fabric	0	0	0	0	2,000	2,000	(2,000)		2,000	0.0%	
4337 Mice - Building Services	0	0	0	(470)	1,000	1,470	(1,000)		530	47.0%	
4338 Mice - Internal Decoration	0	0	0	0	2,000	2,000	(2,000)		2,000	0.0%	
4339 Mice - External Decoration	0	0	0	0	1,000	1,000	(1,000)		1,000	0.0%	
4341 Non Domestic Rates	(254)	250	(4)	(2,545)	2,495	5,040	(2,495)		(50)	102.0%	
4343 Electricity	0	0	0	1,607	1,311	(296)	(2,100)		3,707	(76.5%)	
4344 Gas	(553)	0	(553)	(1,208)	1,144	2,352	(2,100)		892	57.5%	
4345 Water	(113)	0	(113)	(321)	674	995	(1,000)		679	32.1%	
4350 Minor Assets	0	0	0	94	0	(94)	(250)		344	(37.7%)	

Bishop's Waltham Parish Council
Detailed Income & Expenditure by Phased Budget Heading 13/02/2024
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Month No: 10

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
260 The Jubilee Hall Building											
1087 Income - PAT Recharge	0	0	0	0	100	100	100			0.0%	
1153 Annual Hire - Diamond Suite	296	275	(21)	2,964	2,750	(214)	3,300			89.8%	
1220 Hire Fees - Rooms	3,130	3,000	(130)	29,158	30,000	842	36,000			81.0%	
1223 Hire Fees - Storage	0	18	18	(25)	164	189	200			(12.6%)	
1225 Hire Fees - Kitchen	148	168	20	1,466	1,664	198	2,000			73.3%	
4102 Prof Fees - P A Testing	0	0	0	0	360	360	(360)	360		0.0%	
4109 Prof Fees - Safety Inspections	0	0	0	(150)	185	335	(185)	35		81.1%	
4142 Performing Rights - Music Fees	0	0	0	(168)	0	168	(500)	332		33.6%	
4158 Premises Licence	(21)	0	(21)	(35)	0	35	(21)	(14)		166.7%	
4270 Contractor - Aboricultural	0	0	0	0	200	200	(200)	200		0.0%	
4275 Contractor - Trade Waste	(24)	0	(24)	(2,420)	2,500	4,920	(2,500)	80		96.8%	
4277 Contractor - Water Monitoring	(104)	104	0	(823)	832	1,655	(1,000)	177		82.3%	
4281 Contractor - Window Cleaning	0	67	67	(340)	657	997	(791)	451		43.0%	
4282 Contractor - Cleaning	0	0	0	0	750	750	(750)	750		0.0%	
4285 Contractor - Hygiene Waste	0	0	0	(3,021)	2,800	5,821	(1,800)	(1,221)		167.8%	
4307 Materials - Defib Equipment	(355)	0	(355)	(355)	0	355	(500)	145		71.0%	
4309 Materials - Cleaning	0	50	50	0	200	200	(200)	200		0.0%	
4311 Materials - Locks and Keys	0	0	0	0	50	50	(50)	50		0.0%	
4313 Materials - Signage	0	0	0	0	100	100	(100)	100		0.0%	
4316 Materials - Kitchen Supplies	0	0	0	(43)	40	83	(50)	7		86.8%	
4320 Mtce - H & S Conformances	0	0	0	0	500	500	(500)	500		0.0%	
4332 Mtce - Alarm & CCTV Systems	(40)	68	28	(400)	664	1,064	(800)	400		50.0%	

Bishop's Waltham Parish Council
Detailed Income & Expenditure by Phased Budget Heading 13/02/2024
Cost Centre Report

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4336 Mtce - Building Fabric	0	0	0	0	2,000	2,000	(2,000)		2,000	0.0%	
4337 Mtce - Building Services	(396)	0	(396)	(2,407)	3,000	5,407	(3,000)		593	80.2%	
4338 Mtce - Internal Decoration	0	0	0	0	2,000	2,000	(2,000)		2,000	0.0%	
4339 Mtce - External Decoration	0	0	0	0	1,000	1,000	(1,000)		1,000	0.0%	
4341 Non Domestic Rates	(668)	650	(18)	(6,680)	6,500	13,180	(6,500)		(180)	102.8%	
4343 Electricity	0	2,000	2,000	(3,646)	5,248	8,894	(6,000)		2,354	60.8%	
4344 Gas	(1,065)	2,000	935	(3,767)	7,250	11,017	(7,250)		3,483	52.0%	
4345 Water	(257)	200	(57)	(755)	800	1,555	(800)		45	94.3%	
4350 Minor Assets	0	0	0	(202)	0	202	(250)		48	80.8%	
<u>251 Jubilee Hall Car Park & Ground</u>											
1088 Income - Electric Charge M/C's	280	250	(30)	574	1,000	426	1,000			57.4%	
1089 Income - Car Parking M/C's	984	209	(775)	1,744	2,082	338	2,500			69.8%	
1152 Annual Hire - Season Tickets	0	0	0	185	1,000	815	1,000			18.5%	
1211 Hire Fees - Grounds	53	0	(53)	94	42	(52)	42			224.9%	
4150 Ticket M/C Card Charges	(35)	209	174	(1,693)	2,082	3,775	(2,500)		807	67.7%	
4270 Contractor - Aboricultural	0	0	0	(350)	400	750	(400)		50	87.5%	
4281 Contractor - Window Cleaning	0	20	20	(80)	200	280	(250)		170	32.0%	
4286 Contractor - Car Park Tickets	0	75	75	(415)	350	765	(350)		(65)	118.6%	
4287 Contractor - E'tric Charge Mac	(200)	0	(200)	(200)	370	570	(500)		300	40.0%	
4313 Materials - Signage	0	0	0	0	250	250	(250)		250	0.0%	
4314 Materials - Parking Permits	0	0	0	0	150	150	(150)		150	0.0%	
4325 Mtce - Car Park Ticket M/c's	0	0	0	(394)	1,000	1,394	(1,200)		806	32.8%	
4329 Mtce - Fencing	0	0	0	(25)	0	25	(250)		225	9.9%	

Bishop's Waltham Parish Council
Detailed Income & Expenditure by Phased Budget Heading 13/02/2024
Cost Centre Report

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	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4331 Mtce - Car Parks	0	0	0	0	125	125	(250)		250	0.0%	
4341 Non Domestic Rates	(825)	800	(25)	(8,252)	8,000	16,252	(8,000)		(252)	103.2%	
4343 Electricity	0	67	67	(555)	666	1,221	(800)		245	69.4%	
4350 Minor Assets	0	0	0	0	0	0	(250)		250	0.0%	
<u>270 Well House</u>											
1126 Contract Hire - Well House	0	0	0	9,051	8,401	(650)	10,100			89.6%	
4086 Prof Fees - Building Assessment	(150)	0	(150)	(150)	0	150	0		(150)	0.0%	
4102 Prof Fees - P A Testing	0	0	0	0	100	100	(100)		100	0.0%	
4320 Mtce - H & S Conformances	0	0	0	0	250	250	(500)		500	0.0%	
4337 Mtce - Building Services	0	0	0	(969)	250	1,219	(500)		(469)	193.7%	
4338 Mtce - Internal Decoration	(545)	0	(545)	(545)	0	545	0		(545)	0.0%	
<u>280 Groundsman Building</u>											
4102 Prof Fees - P A Testing	0	0	0	0	150	150	(150)		150	0.0%	
4157 Road Tax & Insurance	0	0	0	(4,254)	2,971	7,225	(2,200)		(2,054)	193.4%	
4274 Contractor - Waste Skip Hire	(1,638)	0	(1,638)	(3,367)	2,082	5,449	(2,500)		(867)	134.7%	
4305 Op Costs - Tractors&Mowers	(97)	584	487	(5,200)	5,832	11,032	(7,000)		1,800	74.3%	
4306 Op Costs - P C Vehicles	(87)	500	413	(2,663)	5,000	7,663	(6,000)		3,337	44.4%	
4309 Materials - Cleaning	0	0	0	(107)	100	207	(150)		43	71.4%	
4310 Materials -Tools / Minor Items	(16)	167	151	(136)	1,666	1,802	(2,000)		1,864	6.8%	
4311 Materials - Locks and Keys	0	0	0	(12)	25	37	(50)		38	24.6%	
4312 Materials - Ground Maintenance	(3)	30	27	(163)	300	463	(360)		197	45.3%	
4332 Mtce - Alarm & CCTV Systems	(23)	25	3	(1,784)	250	2,034	(300)		(1,484)	594.6%	
4337 Mtce - Building Services	0	0	0	(492)	1,000	1,492	(1,000)		508	49.2%	

Bishop's Waltham Parish Council
Halls and Grounds Committee
Capital Projects Control 2023-24 Budget
Month 10

Committee	G L Code	Description	Month Budgeted	Capital Budget £'s	EMIR		Total Precept Approved £'s	Total Actual Spend £'s	Unapproved Approvals £'s	Comments
					Budget £'s	Funding Budget £'s				
Income										
1099		Income - Asset Disposals	Not expected	0	0	0	303	0		EMR 352 Well House
1334		WCC CIL Funding 2023-24	March	45,000	0	45,000	45,000	0		EMR 374 Replace Skate Park
1334		WCC CIL Funding 2023-24	March	50,000	0	50,000	50,000	0		EMR 373 SFC
1334		WCC CIL Funding 2023-24	24/25	0	0	0	0	0		EMR 376 Solar Panels £40,000
1334		WCC CIL Funding 2023-24	March	0	0	0	0	40,000		EMR 351 Purchase of Community Asset
1341		WCC S106 Funding 2023-24	March	0	0	0	0	25,815		EMR 373 SFC £25,815
1400		New Capital Receipt	Not expected	0	0	0	0	0		EMR 353 (Well House) £335,000
		Total Committee Income		95,000	0	95,000	95,303	65,815		
Expenditure										
4350		Minor Assets	Apr/June/Sep	750	0	750	1,011	0		PAT Testing Machine/Goal Sockets/Teak Bench/Plaque
4357		Name Sign (JH)	February	0	0	0	0	5,000		EMR 380
4364		Southern Footpath / Cycleway	Jun-Mar	105,000	55,000	50,000	74,063	0		EMR 373
4365		Replace Tractor	24/25	0	0	0	0	0		EMR 330 (£33,500)
4368		Replace Topper/Mower	24/25	0	0	0	0	0		EMR 340 (£33,500)
4371		Electric Shutter Door (ES)	February	0	0	0	0	2,000		EMR 385
4381		Replacement Pick-Up Truck	Not expected	17,000	17,000	0	0	0		EMR 320
4386		Floor Polisher (JH)	February	1,500	1,500	0	0	1,500		EMR 375
4388		CCTV Hoe Road	February	5,000	5,000	0	0	5,000		EMR 370
4390		Replace Skatepark	May-Mar	195,000	150,000	45,000	57,863	110,145		EMR 374
4393		Solar Panels On Roof (JH)	24/25	60,000	60,000	0	0	0		EMR 376
4398		Resurface Play Areas	June	10,000	0	10,000	5,165	0		PP Resurfacing
4410		Replace Play Area Equipment	April	0	0	0	10,256	0		EMR 325 CA Roundabout
4415		Resurface Tennis Courts	24/25	0	0	0	0	0		
4419		Purchase of Community Asset	February	0	0	0	0	180,000		EMR 351
4420		Costs - Purchase of Community Asset	Oct-Mar	0	0	0	6,089	3,911		EMR 351
4432		Montague rd Play Areas	Sep-Jan	135,557	135,557	0	107,159	0		EMR 315
4450		Extend Parking (PP)	24/25	57,849	57,849	0	500	0		EMR 377
4484		Stackable Chairs (JH)	February	0	0	0	0	1,800		EMR 390
4487		Building Maintenance	24/25	11,000	11,000	0	0	0		EMR 379
4500		Albany Road Play Park	24/25	59,401	59,401	0	0	0		EMR 378 (+£18,797 WCC-OSF)
4501		Resurface Gold Room Floor	January	4,000	0	4,000	1,955	0		
4505		Costs - Sale of Community Asset	Not expected	0	0	0	0	0		£15,000
4507		Bin Store (JH)	August	0	0	0	2,787	0		
		Total Committee Expenditures		662,057	552,307	109,750	266,848	309,356		
		EMIR Movements		0	0	0	160,930	243,541		
		Total Net Committee Expenditures		567,057	552,307	14,750	10,615	0		

Ear Marked Reserves
2023-2024

	Opening Balance	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Actual Total Year	Budget Total Year	Closing Balance	
315 EMR - Montague Road Play - S106/CIL	£132,707	£0	£0	£0	£0	£22,437	£80,740	£525	£2,395	£25,660	£401	£0	£0	£132,159	£135,557	£548	
316 EMR - Albany Road SINC Maint - S106	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£65,472	Add £3,797 WCC-OSF 24/25
320 EMR - Replace Pick Ups - CYF	£17,000	£0	£0	£17,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
325 EMR - Replace Play Area Equipment - CYF	£11,000	£10,256	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
330 EMR - Replace Tractor - CYF	£33,500	£0	£0	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
335 EMR - Replace Transit Van - CYF	£5,000	£0	£0	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
340 EMR - Replace Topper / Mower - CYF	£33,500	£0	£0	£33,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
341 EMR - Replace IT Equipment - CYF	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
345 EMR - Election Expenses - CYF	£77,000	£0	£0	£77,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
350 EMR - Bldings Replace / Refurb - CYF	£0	£0	£0	£0	£0	£1,424	£0	£750	£40,000	£0	£3,916	£4,000	£0	£0	£0	£0	£0
351 EMR - Purchase of Community Asset	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
352 EMR - Sale of Asset	£0	£0	£0	£0	£150	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
353 EMR - New Capital Receipt	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
355 EMR - Resurface Tennis Courts - CYF	£14,000	£0	£0	£14,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
360 EMR - Replace Bus Shelters - CYF	£10,000	£0	£0	£10,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
370 EMR - CCTV (HR) - CYF	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
371 EMR - Planer - HCC Grant	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
372 EMR - BW to Botley Bridleway - CIL	£50,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
373 EMR - Southern Footpath - CIL/WCIL/S106	£37,500	£0	£0	£250	£11,870	£0	£571	£28,197	£49,050	£22,500	£32,125	£0	£0	£20,748	£55,000	£16,752	Nov £50,000 WCIL / Mar 25,815 S106
374 EMR - Replace Skate Park (PP) - CIL/WCIL	£147,446	£0	£520	£680	£3,046	£284	£333	£0	£0	£25,000	£0	£67,000	£43,145	£140,008	£150,000	£7,438	Jan £45,000 WCIL
375 EMR - Floor Polisher - CYF	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,500	£0	£1,500	£0	£0	£0
376 EMR - Solar Panels (JH) - CIL/WCIL	£59,750	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
377 EMR - Extend Parking (PP) - CIL	£55,178	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
378 EMR - Albany Road Play Park - S106/OSF	£59,401	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
379 EMR - Building Maintenance - CYF	£11,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
380 EMR - Name Sign (JH) - CYF	£5,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
385 EMR - Electric Shutter Door (ES) - CYF	£2,000	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
390 EMR - Stackable Chairs (JH) - CYF	£1,800	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
391 EMR - WCC CIL Receipts 2019-20	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
392 EMR - WCC CIL Receipts 2020-21	£1,500	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
393 EMR - WCC CIL Receipts 2021-22	£22,011	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
394 EMR - WCC CIL Receipts 2022-23	£3,062	£0	£0	£0	£0	£0	£0	£0	£0	£1,500	£0	£0	£0	£17,000	£0	£5,011	
395 EMR - WCC CIL Receipts 2023-24	£0	£0	£0	£0	£0	£0	£0	£0	£0	£17,000	£0	£0	£0	£0	£0	£3,062	
396 EMR - SDNP CIL Receipts 2021-22	£481	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
397 EMR - SDNP CIL Receipts 2022-23	£2,471	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
398 EMR - SDNP CIL Receipts 2023-24	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
	£788,807	£10,256	£520	£930	£15,066	£24,145	£81,744	£27,812	£59,521	£8,660	£36,792	£230,210	£78,222	£298,392	£592,307	£500,415	

Abbey Mill expected 24/25



Halls and Grounds Committee – 20th February 2024

Grant Opportunities – *for information*

Grants applications submitted by Committees (updates in **bold**):

Grant Scheme	Purpose – Committee	Status
Heritage Fund	Telephone Box – CEC	Declined
County Councillor Grant	Warm Space Sessions – H&G	Granted
Cost of Living Fund (WCC)	Thermal Imaging Cameras – CEC	Granted
District Small Grants Scheme	Coronation event – CEC	Granted
WCC Community Infrastructure Levy (CIL)	Solar Panels – H&G	£40k Granted
WCC Community Infrastructure Levy (CIL)	Purchase of building	£40k Granted
Rural England Prosperity Fund (WCC)	Priory Park Overflow Car Park Extension and improvement	Submitted. Awaiting result.
Go Greener Faster – (WCC)	Electric vehicle charging point for Hoe Road and the Jubilee Hall.	Submitted. Awaiting result.

Grants being investigated/in progress:

Grant Scheme	Purpose - Committee	Status
HCC Parish and Town Council Investment Fund	Solar Panels – H&G	Invitation to Tender document being worked on by Halls Manager as it includes much of the same material required for the grant application for this fund.

Proposal: To note the above.

Administration Officer 15.02.24



Halls and Grounds Committee – 20th February 2024

Southern Footpath Update – *for information*

Phase 3 - Footpath stretch between Priory Park car park and Bosworth Gardens Estate

- Phase 3 started on 4th December 2023 and was **completed on 26th January**. See photograph to the right.

Current Status:

- Signage and route maps are now being sought for the paths.
- Quotes have been sought for the Phase 4, the Priory Park car park entrance modifications (shown below). One quotation has been received, two more are awaited.



Proposed Layout for Priory Park Car Park Entrance.





Halls and Grounds Committee – 20th February 2024

Montague Road Play Area Project Update – *for consideration*

Current Status

- The picnic bench has been delivered – ground conditions will dictate when it is placed and fixed in situ.
- Quotes are being sought to rubber mulch the grass pathway to the gate area at the rear of the play park. Two quotations have been obtained, a third is awaited.
- Quotes to rubber mulch the goal mouth area are also being sought. Two quotations have been obtained, a third is awaited.

Project Manager 14.02.24

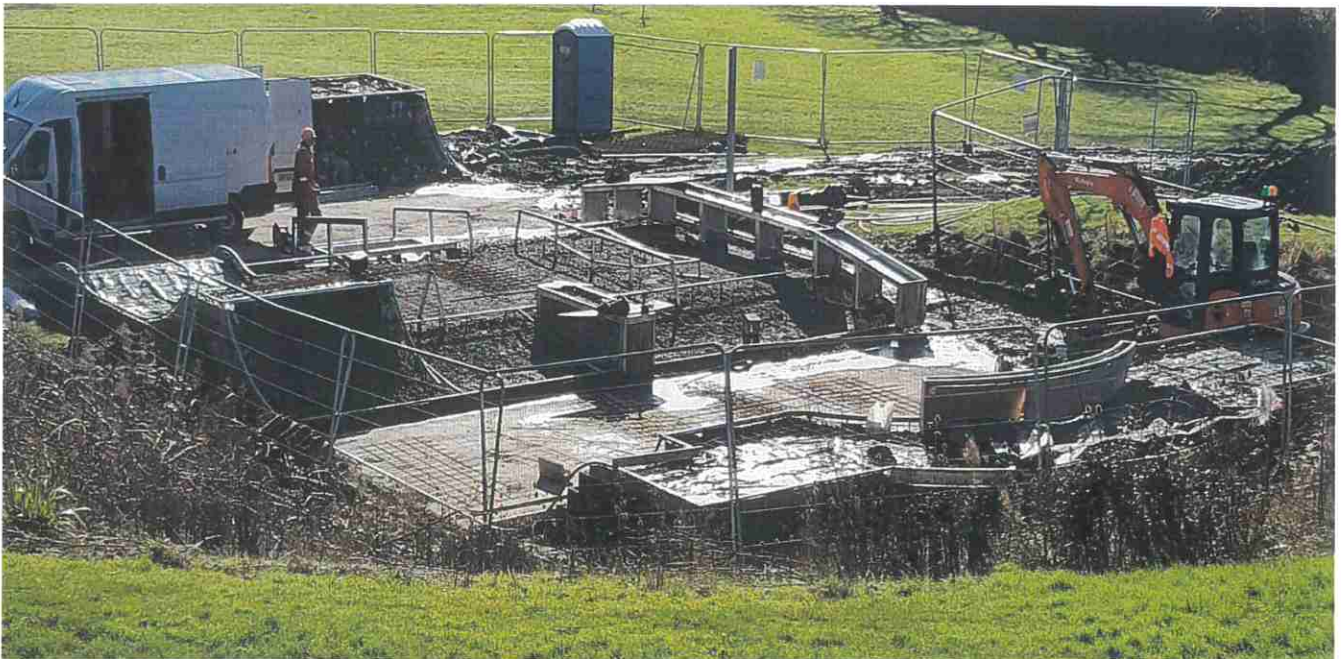


Halls and Grounds Committee – 20th February 2024

Skatepark Project Update – *for information*

Current Status:

Gravity started construction of the new skatepark at Priory Park on 20th November 2023 – the image below shows the progress so far.



- The completion date for the skatepark is still mid – March, however we are close to the concrete laying stage and that is fully weather dependant.
- Costing is being investigated into utilising the haul road as a permanent pathway down to the skatepark. One quotation has been received and a further two are awaited.

Project Manager 14.02.24



Halls and Grounds Committee – 20th February 2024

Skatepark Provider and Price – *for consideration*

At the Full Council Meeting held on Tuesday 13th February, the following was resolved:

PC265/23 Recommendation from the Halls and Grounds Committee

Resolved:

To approve the recommendation from the Halls and Grounds Committee, and Finance, Policy and Resources Committee, to ratify the appointment of Gravity Skateparks to provide the new skatepark facility at Priory Park, at the price of £163,145, excluding VAT

Proposed: Cllr Pavey

Seconded: Cllr Nicholson

All in favour

Proposal: To note the ratification by Full Council of the appointment of Gravity Skateparks to provide the new skatepark facility at Priory Park, at the price of £163,145.00 excluding VAT.

Administration Officer/Finance Manager
14.02.24



Halls and Grounds Committee – 20th February 2024

Albany Road Play Area Project – *for information.*

Current Status

- At the Full Council meeting held on February 13th, full approval was given to accept the HGS tender for the Albany Road playpark project.
- All tenderers have now been contacted and advised of the result of the tender process, with detail of their performance through the public consultation period including all verbatim responses.
- The Contracts Finder website, that was used during the tender process, has also been fulfilled with the accepted Tenderer, in compliance with Financial Regulations.

Next Stage

- To contact HGS and initiate the project management process.

Project Manager 14.02.24



Halls and Grounds Committee – 20th February 2024

Buildings Dementia Friendliness Audit – *for consideration*

The Halls Manager and Administration Assistant have carried out a dementia friendliness audit for the Jubilee Halls and Priory Park Clubhouse. Overleaf are the findings of the audit.

The framework used to perform the audit was “Dementia Friendly Village Halls: A Guide and Checklist”, which is referred to by the National Association of Local Councils.

Proposal: **To consider the tabled findings and suggestions from the dementia friendliness audit of the Jubilee Hall and Priory Park Clubhouse and to make relevant recommendations.**

Administration Officer 15.02.24



Dementia Friendliness Building Audit Report – Jubilee Hall – 30.02.2024

Lighting

1. We believe the level of lighting in the foyer area could be improved as this area does not offer any natural light outside the toilets or Ruby Room entrance. **Action when practical.**
2. As the floor in the Foyer is shiny means that it gives off a lot of glare and shadows, we would recommend replacing this with a single colour or possibly putting reflective coverings on some of the lower-level windows. **Action when practical.**

Colour and Contrast

1. The walls and floor are all of a very similar colour pallet, in the foyer, we would also recommend that when we are doing our maintenance work we consider a different paint colour. **Action when practical.**
2. We looked at the signage and feel this does not offer a good enough colour contract. We would recommend moving to reprinting all directional and information signs to yellow and black. We would also recommend installing A4 frames on both sides of all internal door detailing which room and entrance/exit where appropriate. **Short term action.**
3. We would recommend installing a white strip across the front edge of the stage floor, this will help to differentiate from the hall floor and minimise the possibility of an accident. **Short term action – Health and safety.**

Interior Decoration

1. We would recommend considering non reflective furniture when replacements are required. **Action when practical.**

Acoustics/Noise

1. We would recommend investigating the advantages of a hearing loop for the Gold Room. **Action when practical.**
2. When the hall is in full use, we do not have a quiet space if required. We would recommend considering this if we make any structural changes to the building and layout. **For consideration during future building design work.**

Signage and Artwork

1. We would recommend that we introduce further directional signage to the hall. exit, entrance, push, pull, main hall, etc. we recommend this be A4 in size, yellow and black. **Short term action.**
2. We would recommend if we are replacing the clock we replace it with a larger one. **Short term action.**
3. We would recommend installing a sign on the stage store cupboard door. **Short term action.**



Dining area, kitchens, café and bars

1. If we are replacing any crockery, glasses or cutlery, we purchase a small amount of different coloured items to offer a choice. **Action when practical.**
2. We would recommend that in the future if we are replacing the kitchen cupboards, we replace them with non-reflective doors. **Action when practical.**
3. We recommend that in the future if we are replacing any of the kitchen equipment such as the Cooker, Dishwasher etc, we consider an alternative non reflective option and of a more standard household style. (We feel that although it is fit for purpose it is not Dementia friendly). **Action when practical.**

Toilets and Shower area

1. We would recommend replacing the door signs with yellow and black A4 word and pictorial signage. **Short term action.**
2. If we are replacing the toilet seats, we would recommend replacing them with black. **Action when practical.**
3. We would recommend, highlighting the toilet door handles and lock area with possibly a backing plate or colour painted on. **Short term action.**
4. We would recommend that if we are changing the floor to replace with a single colour. **Action when practical.**
5. We would recommend that if replacing the taps in the toilet, we consider replacing these with either a turn handle, we understand that the push style has been installed to reduce down the likelihood of the taps being left on, however, these are not practical in this situation or if you have certain disabilities. **For further consideration – Health and Safety.**

Entrance, porches, hallways, reception areas and corridors

1. We would recommend that we consider installing directional signs to help navigate to the hall entrance. **Short term action.**
2. We would recommend installing a bench outside of the Gold Room. **Action when practical.**
3. We would recommend changing the wall colour when we have planned maintenance work. **Action when practical.**



Dementia Friendly review – Priory Park Clubhouse - 16.11.2023

Lighting

1. We believe the level of lighting in the toilet area could be improved as this area does not offer any natural light. **Action when practical.**
2. We would recommend that we move to LED lighting in the main hall and add additional lights to give a better consistency of coverage. **Action when practical.**
3. As the floor is shiny means that it gives off a lot of glare and shadows, we would recommend that if a replacement is to be installed in the future, that it is replaced with a single-colour flooring. **Action when practical.**

Colour and Contrast

1. The walls, floor, tabletops are all of a very similar colour pallet, we would recommend that when replacing any furniture we consider introducing a different colour. **Action when practical.**
2. We would recommend that when we are doing our maintenance work in 2024 we consider a different paint colour. **Medium term action - for further consideration when redecoration is being planned.**
3. We looked at the signage and feel this does not offer a good enough colour contract. We would recommend moving to reprinting all directional and information signs to yellow and black. **Short term action.**

Interior Decoration

1. We would recommend that when we replace any of the chairs, we replace these with an alternative colour pallet and also replace these with fabric rather than plastic as this would reduce down the glare. We would also recommend we purchase a small quantity of chair with arms. **Action when practical.**

Acoustics/Noise

1. We would recommend investigating the advantages of a hearing loop for this space, we believe that this space requires work to improve the acoustics. **Action when practical.**

Signage and Artwork

1. We would recommend that we introduce further directional signage to the hall. Exit, entrance, push, pull, main hall, etc. we recommend this be A4 in size, yellow and black. **Short term action.**
2. We would recommend if we are replacing the clock we replace it with a larger one. **Short term action.**



Dining area, kitchens, café and bars

1. If we are replacing any crockery, glasses or cutlery, we purchase a small amount of different coloured items to offer a choice. **Action when practical.**
2. We would recommend that in the future if we are replacing the kitchen cupboards, we replace them with non-reflective doors. **Action when practical.**

Toilets and Shower area

1. We would recommend replacing the door signs with yellow and black A4 word and pictorial signage. **Short term action.**
2. If we are replacing the toilet seats, we would recommend replacing them with black. **Action when practical.**
3. We would recommend, highlighting the toilet door handles and lock area with possibly a backing plate or colour painted on. **Short term action.**
4. We would recommend that if we are changing the flooring at a future point, that it is replaced with a single-colour option. **Action when practical**

Entrance, porches, hallways, reception areas and corridors

1. We would recommend that we consider doing some repair work to the tarmac area on the lead up to the hall, from the carpark, this area is very uneven and is poorly lit. **For further consideration – health and safety.**
2. We would also recommend installing directional signs to help navigate to the hall entrance. **Short term action.**
3. We would recommend installing a bench outside of the hall. **Action when practical.**
4. We recommend removing the door on the notice board in the corridor to minimise reflection. **Short term action.**
5. We would recommend adding an additional noticeboard in the hall where we can repeat the WIFI code and other hall instructions/information currently displayed on the foyer board. **Short term action.**



Halls and Grounds Committee – 20th February 2024

Request from the Community and Environment Committee to Hold Scam Awareness Session in Parish Hall – *for consideration*

Citizens Advice have contacted the Council to make them aware of their community outreach activities. As part of their work, the organisation offers to give free talks on various topics of public interest (for example, scam awareness).

The Community and Environment Committee considered the correspondence in their meeting, that took place on the 27th November, and would like find out from the Halls and Grounds Committee whether they would permit a Parish Council room to be used to host such a session.

CE143/23

Correspondence – Citizens Advice Winchester District – *for consideration*

The offers of outreach services offered to residents were gratefully received.

A request was to be made to the Halls and Grounds Committee regarding whether a Parish Council room could be used to host one of the outreach sessions offered free of charge.

ACTION: Clerk

Proposal: To consider the request from the Community and Environment Committee for a Parish Council room to be used to hold a Citizens Advice outreach talk.

Administration Officer 15.02.24



Halls and Grounds Committee – 20th February 2024

Priory Park Football Pitches Licence Renewal – Appointment of Working Group - *for consideration*

The licence currently held by Dynamos Football Club for the use of the football pitches is due to end in May 2024.

The Committee is requested to appoint a working group to prepare proposals for the Committee regarding the renewal of the licence if thought to be appropriate.

Proposal: **To appoint a Priory Park Football Pitches Licence Working Group.**

Administration Officer 14.02.24



Halls and Grounds Committee – 20th February 2024

Correspondence: Request from BW Guides – *for consideration*

The following email was received by the office from the BW Guide HQ Management Committee.

Hello [REDACTED],

I am writing on behalf of BW Guide HQ Management Committee.

We find ourselves in a situation, like many others, where our utility bills are sky high leaving our funds rather depleted. We have raised the subscriptions from the parents last September to try and help the situation and we are also holding or are involved in 4 Fund raising events this year.

Our problem is, the Guide HQ which was fund raised by us and built in 1998, has a lease with the BW Parish Council for which we pay a peppercorn rent, but it states the hall can only be used for Guiding activities.

This leaves the hut empty during the day 7 Days per week and 4 evenings per week as we are only in there with our 4 units on a Mon/Tues and a Wed night. (2 units meet on a wed night 5.30-6.30 and 7-9).

We were wondering if our lease could be re-visited and you could maybe allow us to hold for e.g. childrens parties or a keep fit class during the day. We would certainly not be entertaining any evening parties, wedding receptions, live music etc.

If this were possible it would bring in valuable income which would help make things more viable.

We are going to market our HQ for more weekend/school holiday sleepovers for the Rainbows, Brownies and Guides in the area, which is another idea that could help, but we would really appreciate a little flexibility with our Lease.

I look forward to hearing from you.

Kind regards

[REDACTED]

Rainbow Guider and BW Guide HQ secretary.

Proposal: To consider the request and agree a response.